

4 August 1978

NOTE FOR THE RECORD

SUBJECT: MINUTES OF MARKINGS TASK FORCE - 3 August 1978

ATTENDEES:

Members

Observers

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After introductions of the members of the group, the Chairman stated the goal of this task group should be to develop clear instructions as to what markings are to be used and how they are to be used so that all Agency employees can easily understand what is required.

The meeting was then open for general discussion. The first area addressed was portion markings. OGC felt it will be difficult to get waivers from ISOO. The OGC rep stated we should be able to get a portion marking waiver for one specific type of information mentioned by DDO which involves critical time factors. Such reasons as administrative errors or the chance of typographical mistakes would not justify a waiver from portion classification. It was felt all requests for waivers should be consolidated into one request to ISOO; therefore each request must have a strong justification so other requests are not jeopardized.

Another decision to be made by this task group in regard to portion marking is whether we want to include control markings in the portion marking requirement. The E.O. requires only national security classifications (TS, S, C, or U) to be indicated for each portion.

One problem posed by NFAC in the area of markings is the requirement in the draft directive that all markings (i.e., identification of classifier, date for declassification or review, etc.) be on the front cover of publications. Presently NFAC is putting this information on the inside of the front cover of their publications and would like to continue doing so. They don't want to detract from the appearance of the cover by including this additional information on the front. The

OCC rep felt that as long as the security classification was shown on the face of the publication there should be no problem with putting the additional markings inside the front cover. He will try to change the language of the directive to make this more clear.

The problem of marking electronically transmitted material was brought up; could we continue putting the markings at the end of the message, even though some messages which are long may be reproduced on more than one sheet of paper? After discussing this it was tentatively decided the markings could continue to be put at the end of a message and the receiver of the message would be responsible for putting markings on the first page of reproduced copies, if the directive continues to require this.

7. When faced with the question of the level of standardization the task group should strive for, some suggestions of having the directive include standard abbreviations for the entire government or working with the Information Handling Committee (IHC) on Intelligence Community standardization were offered. It was decided we should devote our time to developing Agency standards which will be published in the Federal Register. But it was felt that any abbreviations developed should be spelled out on documents sent out of the Intelligence Community.

The question of what markings this task group will be addressing was raised. Some members felt we should only take care of what was required by the Executive Order and others felt we should take care of everything, including the control markings for unclassified material. The consensus was that we should face the whole problem now rather than doing a piece at a time. One suggestion was that we use the CIA Act of 1949 and the exemption categories of the FOIA as a basis for unclassified markings.

The Directorate reps were asked to make up a list of all of the markings being used in their directorates now and their purpose, excluding the national security classifications and SCI markings, although these areas will have to be addressed in regard to abbreviations & uniformity in their application.

Three other areas the group should address were suggested:

1. Markings to indicate what was done with information due to a mandatory review, FOIA or PA request. *Sub* STAT
2. Similar markings to be placed on documents during the systematic 20 year review.
3. Special markings to indicate clandestine human agent information, crypto information and foreign government information.

At the conclusion of the meeting the Directorate reps were asked to start their lists of markings being used in their directorates and a list of waivers which might be necessary.

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PROPOSED ACTION PLAN FOR
THE ISAS ASSIGNED TASKS
ASSOCIATED WITH THE IMPLEMENTATION OF
EXECUTIVE ORDER 12065

12 July 1978

The ISAS assigned tasks associated with the implementation of the new Executive Order have been grouped under one of the following three general headings:

Classification/Declassification/Mandatory Review
Markings
Training

TASK FORCES

Individual task forces will be established for each area and each will be chaired by an ISAS representative. A representative from each of the four Directorates and OGC will be appointed to each task force to form the basic working group. Additional members can be requested by each Chairman if and when the need arises. Once formed, each task force will be organized internally to handle the individual program elements involved in the most efficient manner. Task force Chairmen will report directly to C/ISAS.

DIRECTORATE SUPPORT

To obtain and maintain the shortest possible response time from the four Directorates, it is recommended that the job responsibilities for the four individuals who are currently functioning as the senior Declassification Focal Point Officers for each Directorate be expanded to include all coordination activities associated with the development and implementation of this program. It is further recommended that where practical, those individuals within each Directorate that were tasked with helping to develop declassification guidelines, be designated to assist the Declassification Focal Point Officers with all coordination activities. The above structure worked extremely well in developing the declassification guidelines and should function equally as well in helping to develop and coordinate this program.

RECORDS MANAGEMENT PERSONNEL

Records management personnel are envisioned as playing an extremely important role in the actual implementation of the new E.O. This role will be to act as the means for transmitting to Agency personnel the actual instructions on what actions are

required and how they are to be done. In this role they will also serve as convenient points of contact for the multitude of questions that are sure to be raised as actual implementation efforts move forward.

Involvement of these personnel will be through their respective Directorate Records Management Officers who will participate in and be kept fully informed on all aspects of the implementation program.

WORK ASSIGNMENTS

I. CLASSIFICATION/DECLASSIFICATION/MANDATORY REVIEW

A. TASK FORCE - Chairman -

DDO -
NFAC
DDS&T
DDA -
OGC -
IPS -
RAB -

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B. Approach - Will be to combine classification with declassification and develop common guidelines covering both aspects. To meet known requirements of the new E.O. both classified and unclassified guidelines will have to be developed. Since the system established for the development and approval of the current Agency declassification guidelines is still in existence, it is planned that this same system will be used to obtain overall coordination and approval for all guidelines that will be developed. Applicable regulations will be written/rewritten.

C. Problems - No specific problems have been identified.

D. Time Frame - In-house guidelines and regulations should be ready for formal coordination and approval by 1 October 1978. This will allow us two months to complete this process so that they will be ready for use by the Agency on 1 December 1978. Unclassified guidelines for outside approval and publication in the Federal Register must be completed by 1 June 1979.

II. MARKINGS

A. TASK FORCE - Chairman -

DDO -
NFAC -
DDS&T -
DDA -
OGC -

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B. Approach - All classification markings and controls now in use throughout the Agency will have to be reviewed in light of the implementing order for the new E.O. to determine what changes will be required and how these changes should be implemented. Initial requirement will be to get OGC guidance on what markings and controls the implementing order for the new E.O. will probably allow so preliminary work can start as soon as possible. Applicable regulations will be written/rewritten.

The initial instructions and procedures dealing with markings will have to be followed by a detailed handbook on how these general procedures are to work, i.e., size and position of markings.

C. Problems - It is anticipated that due to the great number of individual interests involved in this general area a great number of problems may be involved.

D. Time Frame - All proposals ready for formal coordination and approval by 1 October 1978. All newly required stamps ready for distribution by 1 November 1978.

III. TRAINING

A. TASK FORCE - Chairman

OGC
RAB
OTR



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B. Approach - Identify those elements that the new E.O. requires must be addressed and work with OTR to develop the most effective means of getting required information to all levels of the Agency. Special emphasis should be placed on determining whether an audio-visual presentation would be the most effective way to inform all Agency personnel on the changes the new E.O. brings to the current classification process. Applicable regulations will be written/rewritten.

C. Problems - No special problems have been identified as of this time.

D. Time Frame - Programs and procedures ready for in-house formal approvals by 1 October 1978. Actual training of employees to start by 1 November 1978.

APPROVALS/ACTIONS REQUIRED

A. DDA

1. Approval of the proposed general plan of action.
2. Approval of the attached Headquarters Notice describing what is being done within the Agency to prepare for the implementation of the new E.O.

B. DIRECTORATES

1. Approval for the use of senior Directorate Declassification Focal Point Officers and supporting structures in implementing the new E.O.

2. Appointment of representatives to the various task forces and agreement that additional personnel will be made available if required.

3. Approval for involving the Directorate Records Management Officers in the implementation program and the use of Records Management personnel as the means for transmitting the requirements of this program to Agency personnel.

DECISIONS REQUIRED

1. Should final review and approval of entire implementation package be accomplished by ~~EAG~~ or some other group?

2. What should IC's participation be in the development of the implementation program?

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